



for Wikispaces wikis



Created by Marcia Sterner
FDLRS Region 3 Technology Specialist
marcia.sterner@ocps.net



for Wikispaces wikis



Created by Marcia Sterner
FDLRS Region 3 Technology Specialist
marcia.sterner@ocps.net

wikis—opening an account and creating a wiki

1. Go to **wikispaces.com** and create an account (if you don't already have one)
2. Click on **Create a New Wiki**
3. Choose a **name** for your wiki (between 3 and 32 characters long)
4. Make sure you add a description—your wiki will then be added to the Wikispaces directory.
5. Under **wiki permissions** select what type of wiki you want
 - Public—anyone can edit and view—FREE
 - Protected—anyone can view, only members can edit—FREE
 - Private—only members can view and edit—FREE for K12 Education
6. Choose the **type** of wiki—most likely K-12 education
7. Click **Create**

FDLRS Region 3 - Marcia Sterner Regional Tech Specialist 2010

wikis—opening an account and creating a wiki

1. Go to **wikispaces.com** and create an account (if you don't already have one)
2. Click on **Create a New Wiki**
3. Choose a **name** for your wiki (between 3 and 32 characters long)
4. Make sure you add a description—your wiki will then be added to the Wikispaces directory.
5. Under **wiki permissions** select what type of wiki you want
 - Public—anyone can edit and view—FREE
 - Protected—anyone can view, only members can edit—FREE
 - Private—only members can view and edit—FREE for K12 Education
6. Choose the **type** of wiki—most likely K-12 education
7. Click **Create**

FDLRS Region 3 - Marcia Sterner Regional Tech Specialist 2010

wikis—creating content for your pages

With your wiki open

1. Navigate to page you want to edit
2. Click on **Edit this page** to take you into the editing window
3. You can begin typing your content in this window.
 - To change text size—click on the box that says **Normal** and select one of the headings to change text size. Heading 1 is the largest.
 - To change font and color—click on the **color and style** button (the letter T with a ball) When the window opens you can choose the font and the color by clicking on a color wheel. When finished choose **Apply Style**
4. Choose **Save** to save your changes
5. See other pages in this booklet for info on inserting files and images.

FDLRS Region 3 - Marcia Sterner Regional Tech Specialist 2010

wikis—creating content for your pages

With your wiki open

1. Navigate to page you want to edit
2. Click on **Edit this page** to take you into the editing window
3. You can begin typing your content in this window.
 - To change text size—click on the box that says **Normal** and select one of the headings to change text size. Heading 1 is the largest.
 - To change font and color—click on the **color and style** button (the letter T with a ball) When the window opens you can choose the font and the color by clicking on a color wheel. When finished choose **Apply Style**
4. Choose **Save** to save your changes
5. See other pages in this booklet for info on inserting files and images.

FDLRS Region 3 - Marcia Sterner Regional Tech Specialist 2010

wikis—creating and linking to a new page

Here's how to add additional pages to your wiki.

- With wiki open choose **New Page** (top left)
- Type name of page (ex. Tips & Tricks) and add any tags you might want
- Select **Create**
- Wikispaces automatically puts a link to your page in the menu bar
- The default is for the pages to be listed in alphabetical order, however you can go into the navigation window and manually link to your pages in the order you want. To do this:
 - Click on **edit navigation**
 - Delete the **Include Page List** box
 - Now type in the name of your page you want to link to and highlight it
 - Click on the **link icon**
 - Make sure the wiki link tab is selected and check that the link text matches the page name you are linking to
 - Click **add link**
 - Repeat for each page of your wiki
 - When finished click **Save** and check your links in the navigation bar

FDLRS Region 3 - Marcia Sterner Regional Tech Specialist 2010

wikis—creating and linking to a new page

Here's how to add additional pages to your wiki.

- With wiki open choose **New Page** (top left)
- Type name of page (ex. Tips & Tricks) and add any tags you might want
- Select **Create**
- Wikispaces automatically puts a link to your page in the menu bar
- The default is for the pages to be listed in alphabetical order, however you can go into the navigation window and manually link to your pages in the order you want. To do this:
 - Click on **edit navigation**
 - Delete the **Include Page List** box
 - Now type in the name of your page you want to link to and highlight it
 - Click on the **link icon**
 - Make sure the wiki link tab is selected and check that the link text matches the page name you are linking to
 - Click **add link**
 - Repeat for each page of your wiki
 - When finished click **Save** and check your links in the navigation bar

FDLRS Region 3 - Marcia Sterner Regional Tech Specialist 2010

wikis—uploading and inserting individual files/images

With your wiki open:

1. Open page you want to edit. Put cursor where you want the file/image to go and click on **Edit this page**
2. Click on the **Insert Images and Files** button (green icon to left of TV). The **Images and Files** window will open
3. Click on the **Upload Files** tab and then select “**click here to use our single file upload tool**”
4. Click on the **Browse** button to locate the file or image you want to upload
5. Double click on the file/image or select **Open**. This will bring the file/image into the browse bar. Select **Upload**. This may take a few seconds.
6. You should now see an icon/thumbnail for the newly uploaded file/image in the window.
7. Double click the file/image and it should be inserted into the page.
8. Click **Save** to exit the edit window.

FDLRS Region 3 - Marcia Sterner Regional Tech Specialist 2010

wikis—uploading and inserting individual files/images

With your wiki open:

1. Open page you want to edit. Put cursor where you want the file/image to go and click on **Edit this page**
2. Click on the **Insert Images and Files** button (green icon to left of TV). The **Images and Files** window will open
3. Click on the **Upload Files** tab and then select “**click here to use our single file upload tool**”
4. Click on the **Browse** button to locate the file or image you want to upload
5. Double click on the file/image or select **Open**. This will bring the file/image into the browse bar. Select **Upload**. This may take a few seconds.
6. You should now see an icon/thumbnail for the newly uploaded file/image in the window.
7. Double click the file/image and it should be inserted into the page.
8. Click **Save** to exit the edit window.

FDLRS Region 3 - Marcia Sterner Regional Tech Specialist 2010

wikis—uploading multiple files at once

With your wiki open:

1. Under **Actions** click on **Manage Wiki**
2. Under **Content**, choose **Files**
3. Select **Upload**
4. **Browse** to locate folder of files you want to upload
5. Open folder—select all of the files you want
6. Select **Open**
7. All of the files will begin to upload—once completed they will be available to be inserted into the pages of your wiki
8. Follow the directions for inserting/linking to files.

FDLRS Region 3 - Marcia Sterner Regional Tech Specialist 2010

wikis—uploading multiple files at once

With your wiki open:

1. Under **Actions** click on **Manage Wiki**
2. Under **Content**, choose **Files**
3. Select **Upload**
4. **Browse** to locate folder of files you want to upload
5. Open folder—select all of the files you want
6. Select **Open**
7. All of the files will begin to upload—once completed they will be available to be inserted into the pages of your wiki
8. Follow the directions for inserting/linking to files.

FDLRS Region 3 - Marcia Sterner Regional Tech Specialist 2010

wikis—inserting/linking to files

After using the multiple file upload feature you will need to go back and link to them. You have 2 options when dealing with files. You can **embed** the file on the page of the wiki or you can **link** to the file. The main difference is how it looks visually on the page. You will have to decide what works best for you.

1. With wiki open—navigate to page where you want to insert a file
2. Click on **Edit This Page** and put the cursor where you want the file to go
3. Click on the **Insert Images and Files** button (green button next to TV)
4. The **Images and Files** window opens. Make sure the **Insert Files** tab is selected.
5. Click on the down arrow to the right to choose to **Embed File** or **Link to File**
6. Navigate to file by starting to type the name of the file in the box at the top or using the page numbers at the bottom (files are organized alphabetically) to scroll through the files
7. Double click on the file and it will be embedded or linked to on the page where you previously placed the cursor
8. When finished click **Save**

FDLRS Region 3 - Marcia Sterner Regional Tech Specialist 2010

wikis—inserting/linking to files

After using the multiple file upload feature you will need to go back and link to them. You have 2 options when dealing with files. You can **embed** the file on the page of the wiki or you can **link** to the file. The main difference is how it looks visually on the page. You will have to decide what works best for you.

1. With wiki open—navigate to page where you want to insert a file
2. Click on **Edit This Page** and put the cursor where you want the file to go
3. Click on the **Insert Images and Files** button (green button next to TV)
4. The **Images and Files** window opens. Make sure the **Insert Files** tab is selected.
5. Click on the down arrow to the right to choose to **Embed File** or **Link to File**
6. Navigate to file by starting to type the name of the file in the box at the top or using the page numbers at the bottom (files are organized alphabetically) to scroll through the files
7. Double click on the file and it will be embedded or linked to on the page where you previously placed the cursor
8. When finished click **Save**

FDLRS Region 3 - Marcia Sterner Regional Tech Specialist 2010

wikis—discussions

Posting to a discussion:

1. With the wiki open, click on the **Discussion** link or tab (may be top left or top center)
2. Type in the subject of your post in the **Subject** box
3. Type in your questions or comments in the **Message** area
4. Click **Post** (lower right hand corner)

There is also a check box that you can check which will allow you to monitor the discussion on the particular strand.

Changing your discussion settings

1. With wiki open, click on **Manage Wiki**
2. Under **Settings** choose **Wiki Info** and scroll down to **Discussion Settings** click on down arrow and choose your selection:
 - No discussions pages
 - One discussion page for the whole wiki
 - One discussion tab per page
3. Click the **Save** button to the right to save changes.

FDLRS Region 3 - Marcia Sterner Regional Tech Specialist 2010

wikis—discussions

Posting to a discussion:

1. With the wiki open, click on the **Discussion** link or tab (may be top left or top center)
2. Type in the subject of your post in the **Subject** box
3. Type in your questions or comments in the **Message** area
4. Click **Post** (lower right hand corner)

There is also a check box that you can check which will allow you to monitor the discussion on the particular strand.

Changing your discussion settings

1. With wiki open, click on **Manage Wiki**
2. Under **Settings** choose **Wiki Info** and scroll down to **Discussion Settings** click on down arrow and choose your selection:
 - No discussions pages
 - One discussion page for the whole wiki
 - One discussion tab per page
3. Click the **Save** button to the right to save changes.

FDLRS Region 3 - Marcia Sterner Regional Tech Specialist 2010

wikis—resizing photos for faster loading

Smaller sized photos will load faster on your wiki pages. One way to resize photos is with **Image Resizer** a Microsoft powertoy. You can download from www.microsoft.com under downloads—powertoys.

To resize photos:

1. Open folder with photo(s) you want to use—under **View** select **Thumbnails**
2. Right-click the photo and select **Resize Pictures** from the menu
3. In the **Resize Pictures** dialog box select a size. **Small** works for most needs (emailing, web)
4. Click **OK** to finish
5. You can also select multiple pictures in step 2 by holding down the **Ctrl** key while selecting the pictures.

FDLRS Region 3 - Marcia Sterner Regional Tech Specialist 2010

wikis—resizing photos for faster loading

Smaller sized photos will load faster on your wiki pages. One way to resize photos is with **Image Resizer** a Microsoft powertoy. You can download from www.microsoft.com under downloads—powertoys.

To resize photos:

1. Open folder with photo(s) you want to use—under **View** select **Thumbnails**
2. Right-click the photo and select **Resize Pictures** from the menu
3. In the **Resize Pictures** dialog box select a size. **Small** works for most needs (emailing, web)
4. Click **OK** to finish
5. You can also select multiple pictures in step 2 by holding down the **Ctrl** key while selecting the pictures.

FDLRS Region 3 - Marcia Sterner Regional Tech Specialist 2010

wikis—viewing statistics

Wikispaces compiles and provides statistics on how many views your site has as well as how many unique visitors come to your site. They also provide information on what countries visitors to your site are from.

To view your statistics:

1. With your wiki open click on **Manage Wiki** at the top left of the page
2. Scroll down and under **Tools** click on **Wiki Statistics**
3. At the top left corner of the window click on the down arrow and choose the month you want to view and then click on **Set Dates**.
4. The 2 primary data categories are **Views** and **Unique Visitors**
5. To view the data click on **Download as CSV** under the category you want to view—you will now see a list of each day of the month and the total views, unique visitors, etc for that day. You can import these values in to Excel to have them tabulated or do it the old fashioned way with a calculator.
6. Another cool feature is seeing where visitors are from. At the bottom of the page you can view the top 10 countries indicated by a 2 letter code. There is a [Country Code List](#) link which will give you all the codes and corresponding countries.

FDLRS Region 3 - Marcia Sterner Regional Tech Specialist 2010

wikis—viewing statistics

Wikispaces compiles and provides statistics on how many views your site has as well as how many unique visitors come to your site. They also provide information on what countries visitors to your site are from.

To view your statistics:

1. With your wiki open click on **Manage Wiki** at the top left of the page
2. Scroll down and under **Tools** click on **Wiki Statistics**
3. At the top left corner of the window click on the down arrow and choose the month you want to view and then click on **Set Dates**.
4. The 2 primary data categories are **Views** and **Unique Visitors**
5. To view the data click on **Download as CSV** under the category you want to view—you will now see a list of each day of the month and the total views, unique visitors, etc for that day. You can import these values in to Excel to have them tabulated or do it the old fashioned way with a calculator.
6. Another cool feature is seeing where visitors are from. At the bottom of the page you can view the top 10 countries indicated by a 2 letter code. There is a [Country Code List](#) link which will give you all the codes and corresponding countries.

FDLRS Region 3 - Marcia Sterner Regional Tech Specialist 2010

wikis—tabulating statistics in excel

The directions below will allow you to copy and paste the CSV (comma separated values) files into excel to quickly tabulate your wiki statistics. The views and unique visitors data are the most meaningful.

1. With your wiki open click on **Manage Wiki** at the top left of the page.
2. Scroll down and under **Tools** click on **Wiki Statistics**.
3. At the top left corner of the window click on the down arrow and choose the year/month you want to view and then click on **Set Dates**.
4. Under **Views or Unique Visitors** click on the **Download as CSV** link. A column of numbers will appear. Use **Ctrl+A** to select all and **Ctrl+C** to copy.
5. Open **Excel** and use **Ctrl+P** to paste the numbers into the table. Because it is 2 columns of information you will need to make an adjustment.
6. Click on **Data** in the toolbar—on the ribbon click **Text to Columns**. Make sure the **Delimited Text** radio button is selected and click **Next**. Under **Delimiters** check the **Comma** box, click **Next**, and then **Finish**.
7. In the empty box below the column of views/unique visitors, type **=sum(** after typing the open parenthesis go to the top of the column and click, hold, and drag to select that column of numbers then use the close parenthesis **)** and hit **Enter**. Your column of numbers will be totaled.

FDLRS Region 3 - Marcia Sterner Regional Tech Specialist 2010

wikis—tabulating statistics in excel

The directions below will allow you to copy and paste the CSV (comma separated values) files into excel to quickly tabulate your wiki statistics. The views and unique visitors data are the most meaningful.

1. With your wiki open click on **Manage Wiki** at the top left of the page.
2. Scroll down and under **Tools** click on **Wiki Statistics**.
3. At the top left corner of the window click on the down arrow and choose the year/month you want to view and then click on **Set Dates**.
4. Under **Views or Unique Visitors** click on the **Download as CSV** link. A column of numbers will appear. Use **Ctrl+A** to select all and **Ctrl+C** to copy.
5. Open **Excel** and use **Ctrl+P** to paste the numbers into the table. Because it is 2 columns of information you will need to make an adjustment.
6. Click on **Data** in the toolbar—on the ribbon click **Text to Columns**. Make sure the **Delimited Text** radio button is selected and click **Next**. Under **Delimiters** check the **Comma** box, click **Next**, and then **Finish**.
7. In the empty box below the column of views/unique visitors, type **=sum(** after typing the open parenthesis go to the top of the column and click, hold, and drag to select that column of numbers then use the close parenthesis **)** and hit **Enter**. Your column of numbers will be totaled.

FDLRS Region 3 - Marcia Sterner Regional Tech Specialist 2010

fdlrs region 3 public wiki sites

Below is a list of all of the wikis and a description of the resources available on each one.

- fdlrsregion3thematicvisuals.wikispaces.com—50 preschool/early elementary themed visual supports related to holidays, animals, basic concepts, seasons, and popular books.
- fdlrsregion3curriculumvisuals.wikispaces.com—visual supports for older students featuring biomes, natural disasters, health & safety, etc.
- fdlrsregion3literacyvisuals.wikispaces.com—word families, science/math vocabulary, flap books, antonyms, homophones, etc.
- fdlrsregion3morevisuals.wikispaces.com—more visual supports created for literacy and curriculum areas—story book manipulatives, flap books, word families, vocabulary lists, and alternative writing activities just to name a few!
- fdlrsregion3dynamicdisplaypages.wikispaces.com—screenshots of dynamic display device pages (SpringBoard, PalmTop, Dynavox, ChatPC) that can be used for manual communication boards and backup systems
- fdlrsregion3videotutorials.wikispaces.com—topics include Boardmaker, Microsoft Word, Windows Accessibility, etc.
- Fdlrsregion3printresources.wikispaces.com—glossaries, Lifesaver Cards, resource tables, tips and tricks, etc.

FDLRS Region 3 - Marcia Sterner Regional Tech Specialist 2010

fdlrs region 3 public wiki sites

Below is a list of all of the wikis and a description of the resources available on each one.

- fdlrsregion3thematicvisuals.wikispaces.com—50 preschool/early elementary themed visual supports related to holidays, animals, basic concepts, seasons, and popular books.
- fdlrsregion3curriculumvisuals.wikispaces.com—visual supports for older students featuring biomes, natural disasters, health & safety, etc.
- fdlrsregion3literacyvisuals.wikispaces.com—word families, science/math vocabulary, flap books, antonyms, homophones, etc.
- fdlrsregion3morevisuals.wikispaces.com—more visual supports created for literacy and curriculum areas—story book manipulatives, flap books, word families, vocabulary lists, and alternative writing activities just to name a few!
- fdlrsregion3dynamicdisplaypages.wikispaces.com—screenshots of dynamic display device pages (SpringBoard, PalmTop, Dynavox, ChatPC) that can be used for manual communication boards and backup systems
- fdlrsregion3videotutorials.wikispaces.com—topics include Boardmaker, Microsoft Word, Windows Accessibility, etc.
- Fdlrsregion3printresources.wikispaces.com—glossaries, Lifesaver Cards, resource tables, tips and tricks, etc.

FDLRS Region 3 - Marcia Sterner Regional Tech Specialist 2010